

**Date:** November 22, 2013

**To:** Thomas J. Bonfield, City Manager

**Through:** Keith Chadwell, Deputy City Manager

**From:** Kevin Dick, Director, Office of Economic and Workforce Development  
Michael Honeycutt, Senior Workforce Development Manager

**Subject:** City of Durham contract with Community Partnerships, Inc. (CPI) for Workforce Investment Act (WIA) funded Youth Framework services not to exceed \$175,000.00

**Executive Summary**

This agenda item recommends approval of a contract between the City of Durham and Community Partnerships, Inc. (CPI) in an amount not to exceed \$175,000.00 for Workforce Investment Act (WIA) Youth Framework Services from January 1, 2014 through June 30, 2014.

**Recommendation**

The Office of Economic and Workforce Development (OEWD) recommends that the City Council authorize the City Manager to execute a contract with CPI in the amount not to exceed \$175,000.00 for WIA Youth Framework Services and to authorize the City Manager to modify the contract provided that the modifications do not increase the dollar amount and the modifications are consistent with the general intent of the contract.

**Background**

In September 2013, the Office of Economic and Workforce Development issued a Request for Proposal (RFP) for the Workforce Investment Act (WIA) Youth Framework services. The request was advertised in the Durham Herald Sun and on the City of Durham's Office of Economic and Workforce Development's website.

Two proposals were submitted to provide Youth Framework services. The program services requested in the RFP included the following:

- Case Management
- Intake
- Referral
- Recruitment
- Preparation of an objective needs assessment document that outlines all of the necessary services for an individual to be employable and/or enter post-secondary education
- Provision of Support Services
- Connecting youth to needed services in the community that address barriers to employment, diploma equivalency or skill attainment
- Tutoring

- Occupational Skills Training

Services to be provide by Community Partnerships Inc. will include recruiting participants, providing sound and rational individual service strategies, comprehensive guidance and counseling, supportive services, occupational skills training, referrals to other youth serving agencies, and assessment . Once the assessment is complete a CPI program case manager would assess the needs of each WIA-eligible youth and determine the array of services necessary for making that youth employable or ready for post-secondary education. They would then provide a “voucher” for that individual to be referred to a provider in the community that offered that service. Based upon an assessment of the caseload, OEWD and the YES Program Case Management firm determined that the four most necessary services for youth in the YES Program were Alternative Secondary/GED Services, Tutoring and Study Skills Instruction/Pre-GED, Leadership Development and Adult Mentoring activities. The full range of services funded under the contract included all the bullet points listed above.

Agencies responding to this RFP had the opportunity to submit a bid. The table below shows the timeline and process that was used for the RFP solicitation:

#### **RFP Timeline**

RFP Release Date		<b>Monday, August 26, 2013</b>
RFP Advertisement	<b>30 Days</b> DWDB Website Herald Sun/News and Observer	Monday, August 26, 2013 - Monday, September 30, 2013
Bidders Conference/Pre-Award Technical Assistance	Wednesday, September 11, 2013 11:00 a.m.-12:30 p.m.	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Due Date for Proposals	<b>Monday, October 14, 2013</b> at 5:00 p.m.	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Staff Review of Proposals - Review for compliance		Tuesday , October 15, 2013 - Thursday, October 17, 2013
Review of Proposals by Panel	Monday, October 21, 2013 – Friday, October 25, 2013	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Presentation(s) to Review Panel	November 7, 2013	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Youth Panels finalize recommendation	Friday November 22, 2013	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Durham Workforce Development Board meeting	Thursday, November 21, 2013 at 8:30 a.m.	Holton Career & Resource Center
Contract(s) Considered by Durham City Council	Monday December 16, 2013 7:00 p.m.	City Council Chambers 101 City Hall Plaza Durham, NC 27701

Start Date of Programs	January 1, 2014
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### **Issues/Analysis**

A review panel comprised of Durham Workforce Development Board (DWDB) and Youth Council board members met on November 7 from 11am-3:00pm to review responses/presentations from organizations that submitted a response to the WIA Youth Framework RFP that closed on October 14<sup>th</sup>. OEWD received the following two (2) proposals from Community partnerships Inc., and Operation Breakthrough. The review panel scored both responses to the RFPs. The following table shows the reviewer's scores and the average scores for each proposal that was submitted.

Youth Program Review Committee Scoring Matrix

Panelist	Durham Workforce Development Board Affiliation	CPI Score	OBT Score
Reviewer 1	DWDB/YC member	91	122
Reviewer 2	DWDB member	124	75
Reviewer 3	DWDB-member	89	50
Reviewer 4	Youth Council member	56	108
Avg. Scores		89	88.25

Based upon the above scores, the review panel recommended that CPI be awarded the contract to provide WIA Youth Framework services for up to 138 WIA eligible participants) between January 1, 2014 through June 30, 2014, with the option to renew the contract (annually) for up to two years. This recommendation has been reviewed and approved by the Durham Workforce Development Board at their November 21, 2013 board meeting.

### **Alternatives**

The City Council could elect to not enter into a contract with CPI. This alternative would leave the City without a prospective provider of the services outlined in the Background section and would force OEWD to re-advertise the Youth Framework Services Request for Proposals. This alternative would also interrupt WIA employment and training services to

currently enrolled participants and hinder the Departments ability to enroll new clients into the program until another provider is identified through the RFP process.

**Financial Impact**

Funds for this contract will have no impact on the City of Durham General Fund. Funds for this contract are paid with federal WIA Youth dollars that are received by OEWD from the United States Department of Labor through the North Carolina Department of Commerce Division of Workforce Solutions to the City and the Durham Workforce Development Board.

**SBDE Summary**

An SBDE summary is inapplicable because project-specific goals have been set and no SBDE's are involved in this item.

**Attachments**

Workforce Investment Act Contract with CPI, containing 32 pages.